



**SPECIFICATIONS AND CONTRACT DOCUMENTS
FOR
JANITORIAL SERVICES AT THE BEAVER COUNTY COURTHOUSE**

BEAVER COUNTY COMMISSIONERS

**BEAVER COUNTY COURTHOUSE
810 THIRD STREET
BEAVER, PA 15009**

INDEX

<u>SUBJECT</u>	<u>PAGE</u>
<u>Index</u>	1
<u>1.0 Request for Bids</u>	2
<u>2.0 General Specifications</u>	3-7
<u>2.1 Scope of Work</u>	3
<u>2.2 Bid Forms</u>	3
<u>2.3 Affidavit Forms</u>	3
<u>2.4 Taxes</u>	4
<u>2.5 Discrepancies / Interpretations / Corrections</u>	4
<u>2.6 Delivery / Installation / Exceptions Addendum</u>	4
<u>2.7 Method of Delivery</u>	4
<u>2.8 Bonds</u>	5
<u>2.81 Bid Bond</u>	5
<u>2.82 Maintenance Bond</u>	5
<u>2.83 Performance Bond (A.K.A. Contract Bond)</u>	5
<u>2.84 Labor and Materialman's Bond (A.K.A. Payment Bond)</u>	6
<u>2.9 Statutes</u>	6
<u>2.10 Bidder's Responsibility</u>	6
<u>2.11 Alternate Bids and Addenda</u>	7
<u>2.12 Contract Agreement / No Lien Agreement</u>	7
<u>2.13 Beaver County Stabilization Agreement</u>	7
<u>3.0 Documents Supplied by Contractor / Vendor</u>	8-14
<u>3.1 Bid Proposal Form</u>	8
<u>3.2 Exceptions Addendum</u>	9
<u>3.3 Affidavit of Non-Collusion</u>	10-11
<u>3.4 Beaver County Affidavit</u>	12
<u>3.5 Worker's Compensation Affidavit</u>	13
<u>3.6 Insurance</u>	14
<u>4.0 Project Specifications</u>	15-23
<u>4.1 Scope of Work</u>	15
<u>4.2 Location</u>	15
<u>4.3 Payment</u>	15
<u>4.4 Schedule</u>	15
<u>4.5 General Specifications</u>	16
<u>4.6 Cleaning Specifications</u>	17
<u>4.7 Detailed Specifications</u>	18-19
<u>4.8 Duties of the Day Porter</u>	20
<u>4.9 Cleaning Services – Courthouse and Parking Garage</u>	21-23
<u>4.10 Qualification of Bidders</u>	24
<u>4.11 Employee Discrimination</u>	24
<u>4.12 References</u>	25

REQUEST FOR BIDS

The Board of Commissioners of the County of Beaver, Pennsylvania, is requesting sealed bids for **Janitorial Services at the Beaver County Courthouse**, in accordance with the terms and specifications attached hereto.

Bid forms and specifications may be obtained **after 10:00AM**, prevailing time, on **TUESDAY, MARCH 25, 2025**, from Wayne Souffrant, Director of Central Services for the County of Beaver, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, or on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals.

All bids must be submitted on bid forms provided by the County of Beaver.

Each bid submitted must be accompanied by a bid security in the form of a Certified Check, Cashier's Check or Bid Bond, in the amount of ten percent (10%) of the bid submitted, the same payable to the "County of Beaver, Pennsylvania". No bid will be considered unless it is so guaranteed. The Bond face and the accompanying Power of Attorney must be signed and sealed in the original. Copies or facsimiles will not be accepted.

No bid or any portion thereof may be withdrawn after the bid opening date herein specified and during the ensuing forty-five (45) days thereafter.

Sealed bids will be received **until 4:30PM**, prevailing time, **on MONDAY, APRIL 28, 2025**, at the office of Maria Longo, Controller for the County of Beaver, in the Controller's office, First Floor, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009. All bids so received shall be opened and read aloud **at or about 9:00AM**, prevailing time, **on TUESDAY, APRIL 29, 2025**, at a duly convened meeting of the Board of Commissioners of the County of Beaver, in the Commissioners Public Meeting Room, the aforementioned, Beaver County Courthouse. Award of bid will be determined and proclaimed in accordance with Section 1802 of "The County Code" of Pennsylvania, as amended, 16 P.S. 1802.

The Board of Commissioners of the County of Beaver reserves the right to reject any and all bids, and to waive any informality(s) in the bids submitted, as public interest may require.

There will be a MANDATORY pre-bid meeting for all potential bidders, to be held at 9:00AM, on TUESDAY, APRIL 15, 2025, at the Beaver County Courthouse (please proceed to the Commissioners Public Meeting Room). No bid will be considered from any bidder who shall fail to have a representative at said pre-bid meeting.

COUNTY OF BEAVER
BOARD OF COMMISSIONERS

DANIEL C. CAMP III, CHAIRMAN
JACK MANNING, COMMISSIONER
TONY AMADIO, COMMISSIONER

Insert Dates: March 25 and 28, 2025

2.0 GENERAL SPECIFICATIONS

SPECIFICATIONS AND CONTRACT DOCUMENTS FOR JANITORIAL SERVICES AT THE BEAVER COUNTY COURTHOUSE

2.1 SCOPE OF WORK

The Board of Commissioners of the County of Beaver, Commonwealth of Pennsylvania, is requesting sealed bids for Janitorial Services at the Beaver County Courthouse, to be constructed in accordance with the terms and specifications hereinafter specified.

2.2 BID FORMS

All bids must be submitted on bid forms attached. All bids shall be submitted in a sealed envelope marked "**Bid Proposal – Janitorial Services at the Beaver County Courthouse**". All bids must be received and in the hands of Maria Longo, Controller for the County of Beaver, in the Controller's Office, First Floor, Beaver County Courthouse, 810 Third Street, Beaver, Pennsylvania 15009, **by 4:30PM**, prevailing time, **on MONDAY, APRIL 28, 2025**. All bids so received shall be opened in public and read aloud **at or about 9:00AM**, prevailing time, **on TUESDAY, APRIL 29, 2025**, at a duly convened meeting of the Board of Commissioners of the County of Beaver, to be held in the Commissioners Public Meeting Room, First Floor, the aforementioned, Beaver County Courthouse. Award of any bid will be determined and proclaimed following the opening of bids or at a subsequent public meeting of the Board of Commissioners of Beaver County, to be held within forty-five (45) days after the bid opening and for a period of forty-five (45) days thereafter. The time and place of any subsequent public meeting to determine and proclaim award of bid shall be publicly announced by the Board of Commissioners of the County of Beaver prior to adjournment of its meeting at which the bid opening shall have taken place.

2.3 AFFIDAVIT FORMS

All bids must be signed by the bidder or an authorized representative. When requested, satisfactory evidence of the authority of any officer or attorney-in-fact signing on behalf of a corporation or association shall be furnished. Each bid must be accompanied by the annexed "Affidavit of Non-Collusion", the "Beaver County Affidavit", and the "Affidavit of the Worker's Compensation Act", properly executed by the aforesaid bidder or an authorized representative. Any bid that is not accompanied by the affidavits requested shall not be considered.

2.4 TAXES

Bid prices quoted must include design, furnishing of materials, delivery and labor to install the items herein requested. All bid prices quoted for the finished project/product shall not include Federal and/or State taxes. The County of Beaver, being a governmental body is, by law, exempt from paying such taxes. However, the bidder is not exempt from paying any taxes on purchases made for equipment and materials required to complete the finished project/product. Therefore, when formulating a bid, the bidder should consider any taxes that may occur when purchasing equipment and/or materials for the project.

2.5 DISCREPANCIES / INTERPRETATIONS / CORRECTIONS

Should any bidder find discrepancies or omissions in the General Specifications, or should any bidder be confronted with doubt as to the meaning of said General Specifications, or any questions regarding Detailed Specifications, said bidder should notify Wayne Souffrant, Director of Central Services for the County of Beaver, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009, or by telephoning (724) 770-4461. Notifications shall be made no less than seven (7) days prior to the date set for receipt of bids.

Interpretations and/or corrections will be made to all bidders of record in the form of an addendum to the Specifications. All addenda will be emailed to all bidders of record and will be placed on the Beaver County website, at www.beavercountypa.gov, under Bids and Proposals. It shall be the bidder's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of each Contract and all bidders shall be bound by such addenda, whether or not received by the bidder.

2.6 DELIVERY / INSTALLATION / EXCEPTIONS ADDENDUM

Design, delivery, furnishing and installation of the items covered by the Specifications shall be made in the manner provided for in the Detailed Specifications hereinafter set forth. In every case where the bidder cannot comply with the Specifications hereinabove contained and those hereinafter given in the Detailed Specifications and Agreement which follow, the bidder shall list all exceptions thereto in the Exceptions Addendum which follow, the bidder shall list all exceptions thereto in the Exceptions Addendum attached to the Bid Form. Unless exception is made and so taken, the bid will be received in every remaining respect as in full conformity with the Specifications hereof.

2.7 METHOD OF AWARD

The County of Beaver reserves the right to accept or reject any or all bids, and award a Contract which is deemed to be in its best interest to the lowest, most responsible, qualified bidder in accordance with available funds.

2.8 BONDS

2.81 BID BOND

Every bid shall be accompanied by a Certified Check, Cashier's Check or Bid Bond, of any surety company authorized to do business in the Commonwealth of Pennsylvania, the sum payable to the County of Beaver, in the amount of ten percent (10%) of the bid submitted, to guarantee the performance of the Contract. No bid shall be considered unless it is so guaranteed.

Every Certified Check, Cashier's Check and Bid Bond will be held until the successful bidder has executed a written contract for the performance of the bid within ten (10) days after written notice of the award of the Contract, whereupon all bid security received from all bidders shall be returned. The Bond face and accompanying Power of Attorney must be signed and sealed in the original. Copies or facsimiles will not be accepted.

In the event the successful bidder shall fail to execute the Agreement attached hereto within the ten (10) day period, a default shall occur and the County of Beaver reserves the right to retain the proceeds of the bid security accompanying the bid as fixed, agreed and liquidated damages, and the further right within the forty-five (45) day period ensuing after bid opening, to award the bid to the next lowest, responsible bidder.

2.82 MAINTENANCE BOND

Before execution of the Contract, the successful bidder shall furnish a Maintenance Bond in an amount of ten percent (10%) of the total cost of the project as security for the faithful performance to the General Guarantee. The Maintenance Bond shall take effect on the date of formal acceptance of the completed Contract by the County of Beaver, and shall be and remain in effect for a period of two (2) years from such date.

2.83 PERFORMANCE BOND (A.K.A. CONTRACT BOND)

At the time set for the execution of the Contract, the successful bidder shall be required to furnish a Performance Bond, in an amount equal to one hundred percent (100%) of the full contract price, such bond to be executed by a surety company licensed to do business in the Commonwealth of Pennsylvania and acceptable to the Law Department of the County of Beaver. The Performance Bond shall serve as security for the faithful performance and competition of work in strict accordance with the Contract to be executed and part thereof, according to the true intent and meaning of said Contract. The premiums on said Performance Bond shall be paid by the successful bidder. Failure to furnish such bond at the time set for execution of said Contract shall result in said award being voided.

2.84 LABOR AND MATERIALMAN’S BOND (A.K.A. PAYMENT BOND)

A Labor and Materialman’s Bond, with good and sufficient surety or sureties for the protection of person’s furnishing material and labor of the work, shall be required before execution of the Contract in a penal amount of one hundred percent (100%) of the Contract price. The premiums on said Labor and Materialman’s Bond shall be paid by the successful bidder.

2.9 STATUTES

Each bidder shall be required to execute the “Affidavit of Non-Collusion”, the “Beaver County Affidavit”, and the “Affidavit of the Worker’s Compensation Act”, attached to the Bid Form. No bid shall be considered unless accompanied by such executed affidavits.

NOTICE IS HEREBY GIVEN THAT THE FOLLOWING FEDERAL OR STATE STATUTES MAY BE APPLICABLE FOR THIS BID. ALL BIDDERS ARE REQUIRED TO MEET THE REQUIREMENTS OF THESE STATUTES AND ANY CONTRACT SO AWARDED WILL REQUIRE COMPLIANCE WITH THESE STATUTES, IF APPLICABLE: **(Additional laws, codes and standards are applicable and detailed in the Detailed Specifications, attached).**

1. Trade Practices Act (71 P. S. 773.101)
2. Steel Products Act (73 P.S. 1881)
3. Pennsylvania Worker’s Compensation Act (77 P.S. 1)
4. Pennsylvania Prevailing Wage Act (43 P.S. 1651)
5. The Worker and Community Right to Know Act (35 P.S. 7301 et seq.)
6. Pennsylvania Human Relations Act

2.10 BIDDER’S RESPONSIBILITY

Each bidder shall familiarize himself with all of the attached forms, advertisement, instructions, specifications, insurance requirements and bonds, as he will be held responsible to fully comply therewith.

The Detailed Specifications contain the provisions required for the performance of the project. No information obtained from any officer, agent or employee of the County of Beaver on any such matters shall in any way affect the risk or obligation assumed by the bidder or relieves him from fulfilling any of the condition of the Contract.

The County of Beaver reserves the right to waive any informality(s) in or reject any or all bids, or accept any bid which it deems to be in its best interest. Qualifications attached to any bid or any other apparent deviations from the Specifications and may be automatic cause for immediate disqualification of any such bid received.

Proposals which are incomplete, unbalanced, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, or which do not comply with the instructions to bidders, may be rejected at the option of the County of Beaver.

2.11 ALTERNATE BIDS AND ADDENDA

Alternate bids, except as noted herein, will not be considered.

During the bidding period, bidders may be furnished addenda or bulletins for additions to or alterations to the Specifications, which shall be included in the work covered by the proposal and become a part of the Contract Documents. It shall be the responsibility of each bidder to make themselves aware of all addenda issued prior to the bid opening.

2.12 CONTRACT AGREEMENT / NO LIEN AGREEMENT

The successful low bidder chosen for this project will be provided with copies of the Contract Agreement and No Lien Agreement to sign and return along with the required bonds and insurance certificates prior to execution of the Contract by the Board of Commissioners of the County of Beaver.

2.13 BEAVER COUNTY STABILIZATION AGREEMENT (construction projects only)

It is the responsibility of all interested bidders to read and understand the Beaver County Stabilization Agreement included in the Attachments section of this bid package. If the bidder's Base Bid Price exceeds \$25,000.00, then the bidder, including all his subcontractors, must be able to meet **all** of the requirements of Addendum A included in the Stabilization Agreement prior to submission of a bid for this project. If all nine (9) requirements cannot be met, please do not submit a bid for this project. In the event the apparent low bidder cannot provide written documented proof of compliance and qualifications to the Addendum A requirements, the County of Beaver shall reject that bid and consider the next lowest bid.

3.0 DOCUMENTS SUPPLIED BY BIDDER / VENDOR

3.1 BID PROPOSAL FORM

BID LETTING OF APRIL 29, 2025

For: Janitorial Services at the Beaver County Courthouse To: County of Beaver

Except as may be modified by the Exceptions Addendum attached hereto, the undersigned bidder proposes and agrees to furnish material and labor for execution of the following project. All equipment and materials necessary for completion of this proposal, but is not identified in the Detailed Specifications are to be provided by the successful bidder:

	<u>(Contract Year 1)</u> June 15, 2025 to June 14, 2026		<u>(Contract Year 2)</u> June 15, 2026 to June 14, 2027		<u>Two (2) Year Total</u>
<u>Base Bid</u> (All Cleaning)	\$ _____	+	\$ _____	=	\$ _____
	<u>(Option Year 1)</u> June 15, 2027 to June 14, 2028		<u>(Option Year 2)</u> June 15, 2028 to June 14, 2029		
<u>Option Year 1 & 2</u> (All Cleaning)	\$ _____		\$ _____		
	June 15, 2025 to June 14, 2026	June 15, 2026 to June 14, 2027	June 15, 2027 to June 14, 2028	June 15, 2028 June 14, 2029	
<u>Alternate Bid #1</u> (Exterior Window/Blind Cleaning)	\$ _____	\$ _____	\$ _____	\$ _____	

DATE: _____, 2025

Bidder (Organization Name)

Telephone Number

By _____
Authorized Representative

Email Address

Address

() Bid Bond or () Certified Check or () Cashier's Check, in the amount of \$ _____, attached hereto.

3.2 EXCEPTIONS ADDENDUM

The following Addendum, to be completed in full compliance with the provisions of the Specifications of this Proposal, shall constitute all the exceptions which the undersigned bidder has taken to the Specifications of the Proposal; in other respect the bids herewith submitted are made in full conformity with the Specifications of the Proposal:

DATED: _____, 2025

Bidder
By _____
Authorized Representative

3.3 AFFIDAVIT OF NON-COLLUSION

COMMONWEALTH OF PENNSYLVANIA)
) SS:
COUNTY OF BEAVER)

I, _____, being duly sworn
(Name)

according to law, depose and says that I am _____
(Owner-Partner-Corporation Officer)

of _____
(Name and Address of Bidder)

who submits to the Board of Commissioners of the County of Beaver and hereby declares:

1. That he has read this Proposal and has abided by and agrees to the conditions herein and has carefully read and examined the Proposal and Specifications, and does hereby propose to furnish all equipment and do all work required in accordance with said Proposals and Specification to bidders, for the amount indicated in the Bid Proposal.
2. That said bidder has not entered into any agreement with any other bidder or prospective bidder, or with any other person, firm or corporation relating to the price named in said Proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement for any act or omission in restraint of free competition among bidders.
3. That this Proposal is genuine and not sham or collusive, nor made in the interest of or in behalf of any person not herein named, and that the bidder has not directly or indirectly induced or solicited any other bidder to put in a sham bid, and that the bidder has not in any manner sought by collusion to secure for himself an advantage over any other bidder.
4. That said Bidder has not disclosed to any person, firm or corporation the terms of said Proposal, or the amount of the bid proposal named therein.
5. That this Affidavit, for and in behalf of said Bidder, has read the foregoing documents of which this affidavit is a part, and that the statements and representations made are true and correct to the best of his knowledge, information and belief.

3.3 AFFIDAVIT OF NON-COLLUSION (cont.)

I state that _____
(Name of my Firm)

understands and acknowledges that the above representations are material and important and will be relied on by the County of Beaver in awarding the Contract(s) for which this bid is submitted. I understand, and my firm understands, that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Beaver of the true facts relating to the submission of bids for the Contract.

Bidder

By _____
Authorized Representative

SWORN TO and subscribed before me
this _____ day of _____, 2025.

Notary Public

My Commission Expires:

3.4 BEAVER COUNTY AFFIDAVIT

AS AN AUTHORIZED REPRESENTATIVE OF _____,
I DO HEREBY SWEAR AND AFFIRM THAT NEITHER _____
OR ANY OF ITS AGENTS OR EMPLOYEES HAS GIVEN OR ASSIGNED OR HAS
AGREED TO GIVE OR ASSIGN ANY AFFILIATED WORK OR AGREED TO GIVE ANY
ASSISTANCE IN RECEIVING ANY AFFILIATED WORK TO ANY OFFICER, AGENT OR
EMPLOYEE OF BEAVER COUNTY OR TO ANY CONCERN THAT IS IN ANY WAY
AFFILIATED WITH ANY OFFICER, AGENT OR EMPLOYEE OF BEAVER COUNTY,
WITH AN AGREEMENT OR UNDERSTANDING TO RECEIVE CONSIDERATION FOR
COUNTY BUSINESS IN CONNECTION WITH ABOVE PROJECT AND CONTRACT.

SIGNED: _____

TITLE: _____

DATE: _____

WITNESS: _____

3.5 WORKER'S COMPENSATION

ACCEPTING PROVISIONS OF THE WORKER'S COMPENSATION ACT

State of _____

SS:

County of _____

(Name of Officer, if Corporation)

(Title of Officer)

_____, being duly
(Corporation)

sworn according to law, depose and says that he/they/it has/have accepted the provisions of the Worker's Compensation Act of 1915 of the Commonwealth of Pennsylvania, with its supplement amendments, and has/have insured his/their/its liability thereunder in accordance with the terms of said Act with _____ Company.

By _____
Signature of Officer or Agent

SWORN TO and subscribed before me
this _____ day of _____, 2025.

Notary Public

My Commission Expires:

3.6 INSURANCE

The successful bidder shall be responsible for all injuries to persons, or damage to property, either directly or indirectly, that may result from his operation. The successful bidder shall obtain and pay for such insurance as will protect him from claims under the Worker's Compensation Act and from any other claims to damages for personal injury, including death, or from damages to property, either real or personal, which may arise from operations under this Contract, whether such operations be by himself or by anyone directly or indirectly employed by him. The successful bidder shall affect and maintain the following insurance policies for the duration of this Contract and extensions thereof:

1. Worker's Compensation Insurance, including Employer's Liability Insurance, in accordance with the Pennsylvania Worker's Compensation Act.
2. Comprehensive General Liability Insurance, including Products/Completed Operations Liability Insurance, with a combined single limit per location of \$2,000,000.00, including bodily injury, property damage and personal injury.
3. Comprehensive Automobile Liability Insurance for all owned, non-owned and hired vehicles with a combined single limit of \$1,000,000.00, including bodily injury and property damage.
4. Contractual Insurance

The County of Beaver shall be named as an addition insured on successful bidder's General Liability policy. The successful bidder shall deliver to the County of Beaver, before commencing work under this Contract, certificates from insurance companies or their agents, certifying that such insurance is in effect and will not be canceled during the conduct of work, without thirty (30) days written notice to the County of Beaver. **Said certificate shall name the County of Beaver, 810 Third Street, Beaver, PA 15009, as Certificate Holder.** The successful bidder shall report and pay all Old Age Benefits and Social Security Taxes and other insurance, as required by State and Federal law.

4.0 PROJECT SPECIFICATIONS

4.1 SCOPE OF WORK

The items to be furnished under this Contract shall be in accordance with these contract Specifications:

JANITORIAL SERVICES AT THE BEAVER COUNTY COURTHOUSE

All items not expressly mentioned in the Detailed Specifications, but obviously necessary for the proper execution of the Contract, shall be furnished by the successful bidder, as it is not the intent of these Specifications to delineate or describe every detail and feature of items as provided by the Contract.

4.2 LOCATION

The project location is the **Beaver County Courthouse, 810 Third Street, Beaver, PA 15009**.

4.3 PAYMENT

Payment will be made on a monthly basis with the successful completion of all terms of the Specifications and upon submission of a monthly invoice from the successful bidder to the **Chief Clerk of the County of Beaver**, Beaver County Courthouse, 810 Third Street, Beaver, PA 15009. The invoice must provide detailed expenses related to the work performed.

4.4 SCHEDULE

The successful bidder shall furnish the Chief Clerk of the County of Beaver with a work schedule. The schedule must be submitted within seven (7) days after the execution of the Contract.

It is hereby understood and mutually agreed by and between the successful bidder and the County of Beaver, that the work embraced in this Contract shall be completed in the time set each day within the proposal. The successful bidder agrees that said work shall be prosecuted regularly, diligently and uninterruptedly as such rate of progress as will ensure completion thereof within the time specified. It is expressly understood and agreed, by and between the successful bidder and the County of Beaver, that the time for the completion of work described herein is a reasonable time for the completion of the same.

4.5 GENERAL SPECIFICATIONS

1. The successful bidder is responsible for having their equipment comply with current OSHA regulations and to have available material safety data sheets that pertain to the products used.
2. The successful bidder shall comply with all Federal and State laws, as required.
3. All work shall be done by skilled personnel in accordance with the best standard practice and in a manner acceptable to the County of Beaver. Any work not conforming to these Specifications shall be corrected to the satisfaction of the County of Beaver. Such corrections shall be made at the expense of the successful bidder.
4. Upon completion of the work, all areas shall be left in a clean and orderly condition, and all contaminated rags and trash shall be removed.
5. Upon completion of the work, the successful bidder shall remove all surplus materials, etc. that relate to their work, from the premises.
6. All items not expressly mentioned in the Specifications, but obviously necessary for the proper execution of the Contract, shall be furnished by the successful bidder, as it is not the intent of these Specifications to delineate or describe every detail and feature of items provided by the Contract.
7. The Beaver County Courthouse has certain offices that maintain confidential records that are not for public consumption. The County of Beaver reserves the right to exercise the following:
 - a. Request to view any employee's job application or resume at any time.
 - b. The absolute prohibition of any employee currently on criminal probation from working in or around those offices.
 - c. Prior to the beginning of the Contract, the successful bidder shall submit a list of all employees who will work in the building complete with their name, address, date of birth, Pennsylvania's Driver's License number and/or Social security Number. The County of Beaver shall receive the same information for every replacement worker regardless of the length of time the person works.
 - d. **ALL** employees who work in the building **MUST** have their fingerprints on file with the Beaver County Sheriff's department and have a complete background check done before they can work in the building.
8. Employees should conduct themselves in a business manner at all times and should not be fraternizing with employees while on the job.

4.6 CLEANING DEFINITIONS

Whenever any of the terms herein below listed appear in the description of the performance of duties set forth in the Detailed Specifications, the following definitions shall be applicable:

Administrative Areas – Offices, Judge’s Chambers, or any area the public does not have available access to on a daily basis. Most of these areas need keys or badges which the public have no access to.

Common Areas (Public Areas) – Any entrance, lobby, hall, restroom or stairwell where the public walks or congregates on a daily basis. This also includes public seating areas.

Dusting – the cleaning job whereby a chemically treated cloth free surface of dust. Laundering and cleaning of all dust cloths are to be included in these Janitorial Services.

Dust Mopping – A cleaning process used to remove surface dirt from a floor by use of a damp, bacteriostatic treated mop. Laundering and treating of dust maps is to be included in these Janitorial Services.

Floor Stripping – A specialized cleaning process used to remove all foreign matter, including the floor finish, from the floor surface by using a floor machine with a stripping pad.

Refinishing a Floor – The process by which a floor finish is re-applied to the floor surface after all foreign matter has been removed from its surface.

Sanitizing – A cleaning process whereby the worker uses a germicidal detergent to clean and disinfect.

Spot Cleaning – A cleaning method whereby a trained worker uses a floor machine with a buffing pad and spray container to remove scuff marks, floor blemishes and abrasions from resilient tile floors, resulting in a highly finished surface.

Spray Buffing – A process whereby a trained worker uses a floor machine with a buffing pad and spray container to remove scuff marks, floor blemishes and abrasions from resilient tile floors, resulting in a highly finished surface.

Vacuuming – The cleaning step used by the worker to remove dirt from the carpet with a vacuum cleaner.

Washing – The cleaning job whereby the item to be washed down with a prescribed solution, rinsed and dried.

4.7 DETAILED SPECIFICATIONS

- A. The successful bidder shall furnish all labor, cleaning materials, supplies (excluding paper towels, toilet paper, hand soap, seat covers and feminine products) and equipment necessary to perform all the services hereby requested. The successful bidder shall supply trash can liners. Here is the list of trash can liner sizes that must be supplied: Large Trash Can Liners (55 gal.), Medium Trash Can Liners (33 gal.), and Small Trash Can Liners (12-16 gal.).
- B. The County of Beaver will provide locked storage areas in various areas in which to store supplies, cleaning materials and equipment. These areas are to be kept neat and clean, and care must be taken at all times to keep these and all areas free from accumulated rags, chemicals or other fire causing agents.
- C. All equipment must be maintained in such a manner that no time will be lost due to equipment failure. In the event that any equipment fails, an immediate replacement must be available.
- D. Any wax, polishing and/or waxing of any tile, linoleum or any other floor surface within the scope of services to be provided under this Contract shall be of non-skid or anti-slip variety, appropriate for the particular floor surface being cleaned, buffed, polished and/or waxed.
- E. The term of Contract for Janitorial Services at the Beaver County Courthouse will be for two (2) years, as follows:
Contract Year 1 – June 15, 2025 to June 14, 2026 and
Contract Year 2 – June 15, 2026 to June 14, 2027.
- At the sole option of the County of Beaver, the Contract may be extended for two (2) additional, one (1) year options, as follows:
Option Year 1 – June 15, 2027 to June 14, 2028 and
Option Year 2 – June 15, 2028 to June 14, 2029.
- The County of Beaver reserves the right to cancel any Contract extension within thirty (30) days after written notice at any time during such extension.
- F. The square footage of the Beaver County Courthouse is approximately 143,150 square feet. The Board of Commissioners of the County of Beaver wishes to ensure that the Beaver County Courthouse is kept in a clean and sanitary manner. The successful bidder must have the personnel and expertise daily to keep the building clean and sanitary.
- G. The successful bidder shall provide continuous cleaning service from 4:30PM to completion (10:00PM), Monday through Friday (excluding County holidays) in the manner and frequency as herein directed. The Janitorial Services are to be performed in all Administrative Areas, Common Areas, Restrooms and in all other areas, i.e. entrances, reception areas, halls, conference and break rooms, and in the Beaver County Courthouse Parking Garage stairwells. The frequency as to when each area is to be cleaned will be listed later in this bid packet.

4.7 DETAILED SPECIFICATIONS (cont.)

- H. The successful bidder shall supply a Day Porter from 8:30AM to 12:30PM and from 12:30PM to 4:30PM, Monday through Friday (excluding County holidays). The Day Porter is to handle all cleaning/vacuuming for all County offices that must be cleaned during regular Courthouse hours (8:30AM to 4:30PM).
- I. Each Administrative office will be instructed to have a centralized garbage location and larger offices will be instructed to keep the number of garbage receptacles to a bare minimum to be emptied.
- J. A Supervisor (or equivalent) is required to be present at all times during the work hours (after 4:30PM). The Supervisor must have the authority to direct the work force, must have the knowledge to know if any custodian is working improperly, must be familiar enough with the bidder's company to be able to acquire a replacement immediately for any defective or faulty equipment and must be responsible to provide sufficient supplies for all work to be accomplished. Such supervision (or equivalent) must know the names and job assignments of each worker in the building and the progress of every custodian while performing their assignments. The Supervisor must monitor all "break" times or other non-productive times and report any breakage, damage or other problems that may occur to the Chief Clerk of the County of Beaver.
- K. The Supervisor may not employ any blood relative or relative by marriage on this site.
- L. It shall be the duty of the Supervisor (or equivalent) to train, monitor, occasionally assist and supervise all workers engaged under this Contract. The Supervisor (or equivalent) is expected to inspect all areas of the building as work progresses to ensure all aspects of this agreement are satisfied.
- M. The Chief Clerk of the County of Beaver may require the Supervisor (or equivalent) to accompany him/her on an unscheduled inspection tour at which time all areas will be viewed. It shall be a basis of non-payment if at any time during this inspection that any area is discovered to have not been cleaned or is insufficiently cleaned to an unsatisfactory level.
- N. The Day Porter's duties will include cleaning offices in the Courthouse that must be cleaned during regular Courthouse hours (8:30AM to 4:30PM), Monday through Friday (excluding County holidays), due to the fact that these offices contain information that is not for public consumption. The Day Porter will service the following offices from 8:30AM to 12:30PM: Adult Probation, Court Administration (includes the Court Administrator's Office, Court Administration all Judge and Senior Judge's Chambers and the Court Stenographer), Domestic Relations and Register of Wills. The Day Porter will service the following offices from 12:30PM to 4:30PM: District Attorney (includes Detectives and Victim Witness), Information Technology, Juvenile Services, Law Department, Public Defender and Recorder of Deeds.

4.8 DUTIES FOR THE DAY PORTER AT THE BEAVER COUNTY COURTHOUSE

- a. Do a complete, positive restroom sanitization, wash and disinfect toilet seats and sides of toilet bowls, toilet bowls and urinals, sanitize and wash toilet bowls inside and outside using a scouring cleanser with polishing and disinfecting compound, five (5) days per week, providing deodorizing agents when necessary.
- b. Scour/shine restroom fixtures, hardware and drain pipes using a cleanser containing polishing and disinfecting compounds, weekly. Keep all restroom stainless steel polished.
- c. Mop all restroom floors with disinfectant cleaner five (5) days per week. Mop heads must be laundered and/or changed with enough frequency so as not to have or leave an unsanitary odor.
- d. Wipe down private partitions and clean restroom mirrors two (2) times per week.
- e. Empty all wastebaskets/receptacles and garbage cans, and replace trash can liners five (5) days per week.
- f. Clean, sanitize and deodorize all wastebaskets/receptacles and garbage cans as needed.
- g. Vacuum carpeted areas two (2) times per week. Spot clean carpet spills and stains as needed. Clean all furniture one (1) time per week (includes chairs in the hallways).
- h. Dust window ledges and all horizontal areas one (1) time per week.
- i. Day Porters will not be responsible for changing air fresheners.
- j. It will be the responsibility of the Day Porter to meet with the Department Head or Elected Official of the offices that are to be cleaned during the day (8:30AM to 12:30PM and 12:30PM to 4:30PM), to determine the best time for vacuuming, restroom and furniture cleaning.
- k. It will be the responsibility of the Day Porter to coordinate with the Central Services department as far as ordering the products the County of Beaver is responsible for providing and that are stored in the locked supply closets (Central Services stores orders until needed by the Day Porter). It is the Day Porter's responsibility to supply the storage closets for use by the evening crew.

4.9 JANITORIAL SERVICES FOR THE BEAVER COUNTY COURTHOUSE AND PARKING GARAGE

The following services are to be provided to all Administrative areas, Common (Public) areas, restrooms, entrances, reception areas, halls, conference and break rooms, and the Beaver County Courthouse Parking Garage, from 4:30PM to completion (10:00PM), Monday through Friday (excluding County holidays), in the manner and frequency as herein directed:

A. Restrooms

- a. Complete positive restroom sanitization, wash and disinfect toilet bowls, sides and seats, inside and outside of urinals and sanitize wash bowls inside and outside using a scouring cleanser with polishing and disinfecting compounds, five (5) days per week for all Administrative Areas or Common (Public) restrooms not done by the Day Porter.
- b. Scour/shine fixtures, hardware and drain pipes using a cleanser container polishing and disinfecting compounds, one (1) day per week.
- c. Mop all restroom floors with disinfectant cleaner, five (5) days per week. Mop heads are to be laundered and/or changed with enough frequency as not to have or leave an unsanitary odor.
- d. Wipe down private partitions and clean restroom mirrors, one day per week.

(Note: All restroom cleaning includes the holding cells in the Sheriff's Office).

- e. Empty all wastebaskets and change/replace trash can liners, five (5) days per week.
- f. Fill toilet paper dispensers as needed.

B. Garbage Removal

- a. Empty all wastebaskets and garbage cans/receptacles, and replace trash can liners, five (5) days per week. All offices will be encouraged to centralize garbage cans/receptacles to a central location and larger offices will be instructed to keep the number of garbage cans/receptacles to a bare minimum to be emptied.
- b. Take garbage out to appropriate dumpster and breakdown any cardboard, five (5) days per week. All cardboard must be discarded in the appropriate dumpster.
- c. Clean, sanitize and deodorize all garbage cans/receptacles and wastebaskets, including those in hallways and kitchen/breakroom areas, five (5) days per week.

4.9 CLEANING SERVICES FOR THE BEAVER COUNTY COURTHOUSE AND PARKING GARAGE (cont.)

C. Wet Mopping (Tile Floors)

- a. Common (Public) and Administrative Areas, which include the Beaver County Courthouse cafeteria, and kitchen/breakroom areas, are to be wet mopped five (5) days per week. These same areas are to be broom swept, two (2) times per week.
- b. Administrative Offices that have hard wood floors must be wet mopped and broom swept, one (1) day per week
- c. Elevator step plates are to be wet mopped, one (1) day per week.
- d. The Main Stairwell (as you enter the Courthouse Main entrance), from Ground Floor up to the Second Floor, is to be wet mopped three (3) days per week and broom swept one (1) day per week. All other Courthouse Stairwells are to be mopped, one (1) day per week and broom swept one (1) day per week, unless more frequency is needed during winter months.
- e. All entrance areas must be wet mopped and broom swept, three (3) days per week. During months where rock salt is prevalent, this frequency may be needed more.

D. Vacuuming

- a. Areas of the Courthouse which are now have Carpet Floors, especially all Courthouse hallways, are to be vacuumed, three (3) times per week.
- b. All Courtrooms are be vacuumed, five (5) days per week.
- c. Vacuum and wipe down all elevators, one (1) time per week.

E. Dusting

- a. Dust all horizontal surfaces, handrails, window sills and ledges, and break/kitchen areas, one (1) time per week.

F. Miscellaneous

- a. All carpeted areas are to be spot cleaned from spills and stains, as needed.
- b. Remove all defacing marks and/or graffiti from walls, as they occur, using the prescribed method for that surface finish, including light switches and bottom door plates.
- c. Wash baseboard areas, one (1) time per year.
- d. Wipe down all handrails, one (1) time per week.

4.9 CLEANING SERVICES FOR THE BEAVER COUNTY COURTHOUSE AND PARKING GARAGE (cont.)

- e. Wipe down and mop the Switchboard area (inside the Courthouse Main Entrance), one (1) time per week. The inside doors near the Switchboard area should be wiped down, one (1) time per week and the windows washed, as needed.
- f. Spot clean entrance doors and windows, one (1) time per week.
- g. Scour and sanitize all drinking fountains weekly, and wipe down and clean water coolers, two (2) times per week.
- h. Stairwells in the Beaver County Courthouse Parking Garage, located across the street from the Courthouse, is to be cleaned five (5) days per week. This includes removing all garbage and mopping the stairways.
- i. Interior window cleaning should be done, one (1) time per month. These are door entrances, below stairway handrails and in all offices, etc.
- j. County of Beaver employee timeclocks are not to be touched and are not part of this bid package.
- k. Nothing is to be touched on any Courthouse employee desk.

Note: There is an Alternate Bid #1 (page 8 of this Bid Package) for Exterior Window and Blind Cleaning for the Courthouse.

As stated earlier in this Bid Package, it is the intent of these Specifications to ensure that the Beaver County Courthouse is cleaned and maintained in a clean and sanitary condition at all times. It shall be the responsibility of the successful bidder to ensure that all areas of the Courthouse are free from easily detected dirt/dust at all times and the County of Beaver shall have the right to inspect any/all areas at various times of their choosing for this purpose. The County of Beaver shall have the right to withhold payment for any area not cleaned in conformance with this general provision. The successful bidder **MUST ENSURE** that they have a sufficient number of workers employed in an efficient manner to meet this performance standard.

4.10 QUALIFICATION OF BIDDERS

The following minimum standards must be met by any bidder who wishes to bid on this Contract:

Written Certification of “A” thru “D” must be included with your bid submittal.

- A. All bidders shall disclose, at bid submittal, three (3) clients whom the bidder currently is providing similar Janitorial Services in the References section (page 25 of this Bid Package). The clients must include those of similar size to that of the Beaver County Courthouse and be able to give positive affirmation as to the quality and consistency of the bidder’s work.
- B. Bidders must have been in the Janitorial Services industry for a minimum of five (5) years.
- C. The successful bidder must have a training regimen and orientation for each employee prior to that employee beginning work at this location. Such training curriculum must include safety, protection of clients real and personal property, methods of cleaning different surfaces and fixtures, and applications of various cleaning agents for different cleaning purposes.
- D. All bidders must submit a sample work schedule to show how many employees the bidder will utilize nightly (4:30PM to completion, 10:00PM) for the Beaver County Courthouse to be cleaned properly.
- E. A supervisor (or equivalent) must be on duty at all times during the nightly (4:30PM to completion, 10:00PM) cleaning shift.

4.11 EMPLOYEE DISCRIMINATION

The Contract awarded shall contain the following provisions regarding employment discrimination by the successful bidder’s company:

During the performance of this Contract, the successful bidder’s company agrees as follows:

- 1. Your company will not discriminate against any employee or applicant for employment due to race, color, religious creed, ancestry, national origin, age, handicap status or gender. The County of Beaver is an equal opportunity employer. The successful bidder’s company must ensure that they conduct their business in a similar manner and not discriminate as noted above.
- 2. The successful bidder’s company, in all solicitations or advertisements for employees placed by or in behalf of the successful bidder, will state that their company is an equal opportunity employer.

4.12 REFERENCES

Please provide three (3) references from clients your company services or has serviced in the past six (6) months with work similar to the Specifications of this project:

- 1. COMPANY NAME _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

- 2. COMPANY NAME _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

- 3. COMPANY NAME _____
ADDRESS _____
CONTACT PERSON _____
TITLE _____
PHONE NUMBER _____
EMAIL ADDRESS _____

** References must be supplied at the time of proposal submittal **